

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
Memorandum

subject: Position Opportunity
Human Resources Specialist
Bureau of Finance & Administration
Human Resources Unit

Date: April 12, 2012

to: ALL CONCERNED

from: Vicki Arpin
HR Administrator

Open To: Candidates on a current examination list.
Location: Headquarters in Newington, CT
Job Posting No: 83646
Hours: 8:00 am to 4:30 pm
Salary: MP - 60: annual \$66,604.00 to \$85,436.00
Closing Date: April 26, 2012

Specific Job Duties: The Human Resources Specialist will be part of the labor relations operation assisting with advising management and supervisors regarding union contract interpretation, fact-findings/investigations, evaluations, administration of progressive discipline; ensuring compliance with regulations, policies/procedures and union contracts; consulting with Department of Administrative Services, Office of Labor Relations and other oversight agencies; will assist in counseling and training DOT employees in Human Resource matters; will assist in special projects related to Human Resource data and record management activities.

Eligibility Requirement: Candidates must have applied for and passed the Human Resources examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of public human resources administration including recruitment, selection, classification, compensation, career counseling and employee relations, knowledge of relevant state and federal laws, statutes and regulations; knowledge of labor relations principles and procedures; knowledge of payroll procedures and operation and benefits administration; knowledge of equal opportunity principles and requirements; considerable interpersonal skills; considerable written and oral communication skills; interviewing skills; negotiation and conflict resolution skills; ability to read and interpret laws, statutes, regulations, policies, and collective bargaining agreements; ability to analyze complex problems quickly and determine effective solutions; ability to counsel employees; ability to design and deliver training programs.

General Experience: Seven (7) years professional experience in human resources management

Special Experience: One (1) year of the General Experience must have been at the junior working level in human resources management. For state employees this is interpreted at the level of Human Resources Associate or Human Resources Consultant 1.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in public administration, human resources management, labor relations, industrial/organizational psychology or closely related field or a law degree may be substituted for one (1) additional year of the General Experience.
3. For state employees one (1) year as a Human Resources Associate or Human Resources Consultant 1 may be substituted for the General and Special Experience.

Special Requirements:

1. Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment.
2. Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Human Resources Specialist positions in the Bureau of Finance and Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment by April 26, 2012 to:

Department of Transportation
Ms. Doreen Rossi
Principal Human Resources Specialist
Human Resources Unit
Connecticut Department of Transportation
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-3369
Email: Doreen.rossi@ct.gov

State employees must include copies of their last two (2) service ratings.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.